

..e·Docs USA

*~Integrating People & Technology~*

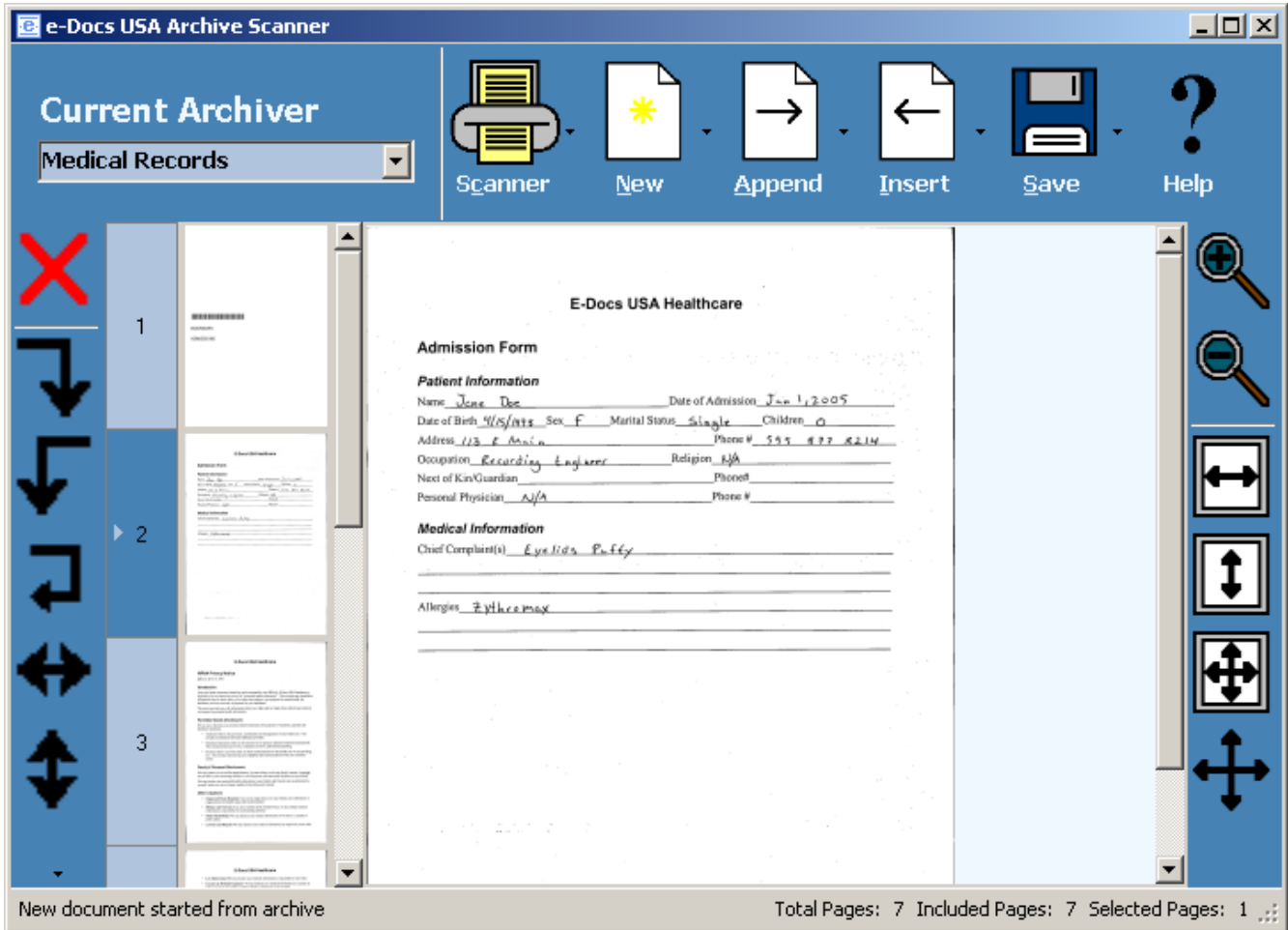
**Document Imaging Solutions**

## About Us

e-Docs USA has been delivering customized, state-of-the-art document imaging solutions since 1999. Our goal is to provide you with affordable solutions that will give you a competitive advantage and a healthy return on your investment. e-Docs strives to develop a long-term relationship with each customer through price competitiveness, personal attention, and follow-up.

Customers will learn that working with e-Docs USA is a professional and rewarding experience.

## Software Features



### 1 PDF Output

Scanned documents are saved as PDF files. The only client software required to view these files is a PDF such as the free, widely used Adobe Acrobat Reader®. For compatibility with your existing systems, we can also convert our PDF documents to a different image format.

### 2 Standardized Scanning Interface

All scanning operations are performed through our standard, easy to use, scanning interface. From this interface, you can scan new documents, edit existing documents (append, insert, rotate pages, etc), and

combine documents.

### **3 Plugin Based Archive Modules**

Starting with our base scanning interface, we develop customized archive modules for each of your document types. Some examples of archives that we have developed are: Medical Records, Childcare, Schools, Human Resources, Accounting, and Engineering. Because the base scanning interface is not tied to any specific document types, we can quickly adapt to any market. These modules can archive your documents in a variety of ways.

- **Folder Based Archiving**

For customers who want the simplest way to access their scanned files and who do not need a full featured document management system, folder based archiving is ideal. Scanned documents are organized in folders either on your PC, a shared network folder, or an FTP folder. The organization of these documents depends on the document type. Folders can be accessed and searched using Microsoft Windows Explorer ®. Permissions and auditing for compliance can all be configured in the operating system.

- **Web Based Archiving**

For customers who need a more featured document management system, we can develop a custom web interface for accessing your scanned documents. We can either provide a web server to be used on your internal network, or we can host the server and documents.

- **3<sup>rd</sup> Party Document Management System Archiving**

For customers who already have a document management system that does not have scanning capability, we can work with your system provided to send scanned documents directly to the existing system.

### **4 Metadata Import**

If your existing system can export the information about your documents, we can use that information to limit the amount of data that a user needs to manually input.

### **5 Barcode Processing**

If your documents have barcodes, our software can process the barcode and archive documents without requiring a user to input the document's information.

### **6 Document Bookmarking**

When looking through large documents, it can be difficult to find the section you need. Using our software, you can add bookmarks in the file to make locating sections easier.

### **7 Encrypted Export**

Sensitive records can be exported and encrypted into a password protected PDF document. This document can safely be mailed to a third party.

## Services

### **1 Installation, Configuration, Training & Support**

Our support staff will come on-site to configure and install all required hardware and software and we will work with your operators until they are comfortable using the software on their own. After the initial installation and training, we will continue to support your users over the phone and through remote access software.

### **2 Scanning Service**

If you don't have the manpower to complete a scanning project, our employees can either scan your records on site, or you can ship your records to the e-Docs Imaging Center to be scanned. Scanned records can be returned by your choice of: External USB drive, CD/DVD-ROM, or FTP. Alternatively, we can load your records into an archive on our web server.

## More Information

For more information, please give us a call or visit our website.

Video demonstrations of some of our solutions are available by clicking the MEDIA tab on our main website.



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